

Reviewer _____ District _____

Student No. _____ Age at IEP _____ Student Initials _____

Birthdate _____ Disability _____ Grade Level _____ IEP Date _____

TRANSITION REQUIREMENTS CHECKLIST*

AUGUST 2001

PARTICIPANTS IN THE IEP MEETING

1. Did the public agency invite the student?

(Reference— Written student invitation, Student signature on IEP, Evidence of verbal invitation)

Yes _____ No _____

Comments:

2. Did the student attend the IEP meeting?

(Reference— Student signature on IEP)

Yes _____ No _____

Comments:

3. Did the public agency take steps to ensure that the student's preferences and interests were considered in the development of the IEP?

(Reference— Evidence that student's preferences and interests are integrated into the IEP, e.g., courses of study, goals and objectives, transition services)

Yes _____ No _____

Comments:

*O'Leary, E., Lehman, M. and Doty, D., 2001. Adapted from: Storms, J., O'Leary, E., & Williams, J. The Individuals with Disabilities Education Act of 1997 Transition Requirements: A Guide for States, Districts, Schools, Universities and Families. Minneapolis, MN: University of Minnesota, Institute on Community Integration (UAP), National Transition Network, 2000.

4. Will this student need involvement from any outside agency in order to make a successful transition?

(Reference— Look at desired post-school outcomes and at current level of functioning and ask yourself: “Will this student need any services, supports or programs in order to achieve their post-school outcomes and be successful?” Check N/A if it is too early to determine if this student will require outside agency involvement)

Yes_____ No_____ N/A_____
(If yes, go to 4a) (If no, go to 5) (If N/A, go to 5)

Comments:

4a. Did the public agency invite a representative of any other agency that is likely to be responsible for providing or paying for transition services? DO NOT ANSWER IF YOU CHECKED NO OR N/A TO QUESTION 4.

(Reference— Notice of IEP meeting, IEP meeting participants, IEP minutes)

Yes_____ No_____

Comments:

4b. If a representative from any other agency did not attend, did the public agency take other steps to obtain their participation in the planning of any transition services? DO NOT ANSWER IF YOU CHECKED NO OR N/A TO QUESTION 4.

(Reference—IEP meeting minutes)

Yes_____ No_____ N/A_____
(Agency attended)

Comments:

PARENT PARTICIPATION**5. Was parent notice provided?**

(Reference— Notice of IEP meeting)

Yes_____ No_____
(If no, go to 11)

Comments:

6. Does the parent notice indicate that one of the purposes of the meeting will be the development of a statement of transition service needs or a statement of needed transition services?

(Reference— Notice of IEP meeting)

Yes_____ No_____

Comments:

7. Does the parent notice indicate that the public agency will invite the student?

(Reference— Parent notice clearly identifies/states that the student is invited)

Yes_____ No_____

Comments:

DIRECTIONS FOR QUESTION #8

See Question 4. If you answered “Yes” (the student will need the involvement from an outside agency in order to make a successful transition), answer question number 8. **If you answered “No” or “N/A,”** skip Question #8 and go to Question #9.

8. Does the parent notice identify (by agency, position, and title) any other agency that will be invited to send a representative?

(Reference— Notice of IEP meeting)

Yes_____ No_____

Comments:

9. Does the parent notice indicate the date, time, and location of the meeting and who will be invited?

(Reference— Notice of IEP meeting)

Yes_____ No_____

Comments:

10. Does the parent notice inform the parents that they may invite other individuals who have knowledge or special expertise regarding their child, including related services personnel, as appropriate?

(Reference— Notice of IEP meeting)

Yes_____ No_____

Comments:

CONTENT OF THE IEP**11. Does the IEP include a statement of current performance related to transition services?**

(Reference— Present level of educational performance)

Yes_____ No_____

Comments:

STATEMENT OF TRANSITION SERVICE NEEDS (STSN)

- 12. Does the IEP include a statement of transition service needs that specifies the student's courses of study that will be meaningful to the student's future and motivate the student to complete his or her education?**

(Reference— IEP Transition Service Needs)

Yes_____ No_____

Comments:

STATEMENT OF NEEDED TRANSITION SERVICES (SNTS)

Skip questions #13-17 if the student is younger than 16 and transition services are determined to be inappropriate at this time.

- 13. Does the IEP include a statement of needed transition services?**

(Reference— IEP Needed Transition Services)

Yes_____ No_____

Comments:

- 14. Does the statement of needed transition services consider:**

(Reference—IEP Needed Transition Services)

- | | | | |
|--|----------|---------|----------|
| a. instruction; | Yes_____ | No_____ | |
| b. related services; | Yes_____ | No_____ | |
| c. community experiences; | Yes_____ | No_____ | |
| d. development of employment and
other post-school adult living objectives; | Yes_____ | No_____ | |
| e. daily living skills; and | Yes_____ | No_____ | N/A_____ |
| f. a functional vocational evaluation? | Yes_____ | No_____ | N/A_____ |

Comments:

15. Are the activities in the statement of needed transition services presented as a coordinated set of activities?

(Reference—IEP Needed Transition Services)

Yes_____ No_____

Comments:

16. Do the activities in the statement of needed transition services promote movement from school to the student's desired post-school goals?

(Reference— IEP Needed Transition Services)

Yes_____ No_____

Comments:

Directions for Question #17

See Question 4. If you answered "Yes" (the student will need the involvement from an outside agency in order to make a successful transition), answer question number 17. **If you answered "No" or "N/A,"** skip Question #17 and go to Question #18.

17. If appropriate, does the IEP include a statement of the interagency responsibilities or any needed linkages?

(Reference— IEP Needed Transition Services)

Yes_____ No_____

Comments:

18. Are the statements of transition service needs and needed transition services reviewed at least annually?

(Reference— Yearly IEP documents)

Yes_____ No_____ N/A_____

(age 13 at previous IEP)

Comments:

19. Does the IEP include a statement that at least one year before the student reaches the age of majority under state law that the student has been informed of the rights under Part B that will transfer to him or her when he or she reaches the age of majority?

(Reference— Transfer of Rights stated in IEP)

Yes_____

No_____

N/A_____

(More than one year
before age of majority)

Comments:

20a. Did any participating agency from outside of the school system fail to provide agreed upon transition services contained in the IEP?

(Reference— IEP document, IEP minutes)

Yes_____

No_____

(If yes, go to 20b) (If no, stop)

Comments:

20b. Did the public agency responsible for the student's education initiate a meeting to identify alternative strategies to meet the transition objectives and, if necessary, revise the student's IEP?

(Reference— Notice of IEP meeting, IEP document, IEP minutes)

Yes_____

No_____

Comments: